

MASSACHUSETTS
Workforce Investment Act
STEERING COMMITTEE

WIA Communication No. 00-31☒ **Policy** ☐ **Information**

To: Chief Elected Officials
Workforce Investment Board Chairs
Workforce Investment Board Directors
Area Directors or Designee
Career Center Directors
Cities of Chelsea and Holyoke
DET Regional Directors
DET Area Directors

cc: WIA State Partners

From: Jonathan Raymond, President
Corporation for Business, Work, and Learning

Date: August 10, 2000

Subject: Governor's 2000 Summer Jobs Challenge Grants

Background: This issuance contains an application package for the Governor's Summer Jobs Challenge program. This appropriation is contained within the FY2001 Budget for the Commonwealth of Massachusetts (Line Item No. 7003-0901; statewide appropriation of \$825,000). This program has historically been administered along with the Governor's At-Risk Youth program, which was vetoed by the governor. The Challenge appropriation covers certain activities taking place between July 1 and September 30, 2000.

Policy: Workforce Investment Boards, One-Stop Career Centers and/or cities may plan and implement the 2000 Governor's Summer Jobs Challenge in accordance with the guidance provided in this policy.

Action Required: Applicants should complete and submit all required information as described – one application per city or local workforce area. **Please note: Applications are due on Friday, August 25, 2000.** While this is a very short deadline, CBWL has been in telephone contact with program administrators, who have

begun to prepare application drafts in anticipation of this policy. Regions or cities that decide not to submit an application should submit a written notification that they will not participate in the Challenge program as soon as practical. Refer to the application for details.

Inquiries: Any questions related to this correspondence should be directed to John Niles at (617) 727-8158 extension 2324.

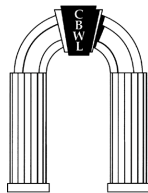
Filing: Please file this in your notebook of previously issued WIA Communication Series Issuances as #00-31.

Program Specifications

Commonwealth of Massachusetts Governor's 2000 Summer Jobs Challenge Program (Budget Item No. 7003-0901)

Argeo Paul Cellucci, Governor

Department of Labor and Workforce Development
Angelo R. Buonopane, Director



Corporation for Business, Work, and Learning
Jonathan Raymond, President

Governor's 2000 Summer Jobs Challenge

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A. General Instructions

The specifications in this planning package cover the appropriation, contained in the FY2001 Budget for the Commonwealth of Massachusetts, referred to as the Governor's Summer Jobs Challenge program (Line Item No. 7003-0901; statewide appropriation of \$825,000). This line item has been traditionally administered along with the Governor's Summer Jobs for Youth At-Risk program, which was vetoed by the governor.

The appropriation covers certain activities during the summer of 2000. Some communities, because of the uncertainty involved related to administration of these funds at the beginning of the summer, chose not to sponsor a summer jobs program at all. Other communities proceeded with local programs under a risk of not being reimbursed. This planning package is being provided to all communities that are eligible to receive funds, even though not all communities may actually seek funds.

There are several changes in how these funds will be administered for the year 2000:

- Contracts with eligible communities will be written only for a three month period – July 1 through September 30, 2000. Communities may not use these funds to operate year-round programs, and may not hold back funds to spend for programs in the summer of 2001. Please note that the funds are retroactive, and cover program expenses taking place at any time between July 1, 2000, and September 30, 2000.
- The planning requirements are being streamlined. However, communities must submit much greater detail at the end of the program describing the youth who were served. A program report must be submitted to the Corporation for Business, Work and Learning (CBWL) before September 30, 2000. Language contained within the budget appropriation requires CBWL to report to the General Court a variety of information about the program, including the identity of all vendors and contractors who participate in the program, allocations and expenditures, number of youth served and hourly wages per youth, and the amount and source of funds used as match. This statewide report is due before October 1, 2000.
- In previous fiscal years, a portion of the funds were issued in the spring to help communities begin planning for the next summer of programs. Such 'start-up' funds were not awarded this year.
- CBWL has slightly increased the percentage of funds that may be used for local administration to 5.26 percent.
- CBWL has transferred administration of these funds from its Workforce Development Services Unit to the Center for Youth Development and Education. Questions, comments, applications, and reports should be sent to the attention of **John Niles**, Center for Youth Development and Education, Corporation for Business, Work and Learning; 529 Main Street; Charlestown, Massachusetts 02129; Phone: (617) 727-8158; Fax: (617) 242-7660; E-mail: JNiles@cbwl.org

A1. Eligibility for Funds. The Governor's Summer Jobs Challenge is directed to twelve Massachusetts cities (Boston, Brockton, Cambridge, Chelsea, Fall River, Holyoke, Lawrence, Lowell, Lynn, New Bedford, Springfield, and Worcester), and the Commonwealth's 16 Workforce Investment Areas. These locales qualify for the Challenge funds by generating a targeted number of private sector youth job commitments. Once the locality qualifies for program funds, Challenge funds may be used consistent with the program specifications outlined below. A list of the 18 cities/areas and targeted funding levels appears in **Attachment One**.

During the past five years, the Commonwealth has encouraged communities to use a program model that integrates summer jobs experiences with academic learning – the Summer of Work and Learning (SOWL). SOWL programs can still be funded using the Challenge funds. While we continue to encourage use of this model, we recognize that the delay in funding will likely result in fewer communities using a SOWL approach. SOWL program descriptions are not included in this document, but remain the same as those in prior program years. Please contact CBWL if you are operating a SOWL program and have questions regarding your application or reporting requirements.

A2. Application Process. Localities must submit an application in order to receive Challenge funds. Proposals for the Challenge program must show the number of private sector job commitments that have been secured.

Plans should be brief – no more than three pages in length – and should provide information as listed in Section B. Applications should be submitted by the office that will serve as the administrative entity for the grants.

One original and 3 copies of the application must be received by **5:00 p.m., Friday, August 25, 2000**, along with a cover sheet signed by the Chief Elected Official, by an authorized signatory for the administrative entity, and by the Local Workforce Investment Board Chair.

Localities that choose not to submit a timely application will not be considered for funding. To the extent possible, localities that decide not to submit an application should submit written notice to CBWL so that the full amount of the Challenge appropriation can be administered among all participating communities.

Applications and notices of non-participation should be sent to:

John Niles
Center for Youth Development and Education
Corporation for Business, Work, and Learning
The Schrafft Center,
529 Main Street, Suite 110
Boston, MA 02129

A3. Required Application Contents [Note: The information required in this year's application

is much reduced from the information required in previous program years. Please remember that grant recipients must still report detailed participation information at the conclusion of the summer.]

- **Cover Sheet.** Use the cover sheet (attached), that provides summary program and contact information.
- **Program Narrative.** Applications should briefly (*e.g.*, maximum of three pages) describe: (a) the objectives of the proposed program; (b) the total number of youth who will receive employment; (c) the kinds of jobs and services that will be offered; and (d) how the Challenge program is connected to the region's One-Stop Career Center and the Local Workforce Investment Area's youth council. Indicate whether the city/area will be enrolling any youth under the alternative family income limits described in the Attachment. Also, describe whether you will operate either a private sector jobs program or a Summer of Work and Learning program.
- **Job Commitments.** Applications must submit the Challenge Match Form (attached), which lists the private sector employers and number of jobs committed to leverage Challenge funds.
- **Budget Narrative.** Use the Grant Budget form (attached) to outline anticipated program costs.

B. Specifications

B1. Summer Jobs Challenge Objectives. The objective of the Challenge program is to encourage cities and workforce areas to qualify for state funds by challenging the private sector to create summer jobs for youth. For each job that is created in the private sector the local area earns at least \$1,500 in matching funds that can be used to create additional summer job opportunities.

B2. Qualifying For Challenge Grant Matching Funds. The Local Workforce Investment Boards and their youth councils, working in partnership with area Chambers of Commerce and business organizations, local elected officials and program operators, should coordinate to solicit the private sector job commitments needed to qualify the area for a matching grant. Prior to processing a cash request for Challenge funds, CBWL must *receive* documentation of the private sector match, showing at minimum of \$1,500 in private sector wages/stipends to youth per job. Before the first cash request (*not* as part of the application) communities must submit letters, on company letterhead, from each private sector employer listing the number of youth employed, the hours per week and the wages paid per hour.

B3. Re-Direction of Challenge Grant Matching Funds. Applicants may submit evidence of job commitments in excess of their target. These additional commitments enable the applicant to receive additional Challenge funds that are redirected from communities that do not meet their target or do not apply for funds.

B4. Eligibility of Youth to Participate. In general, participation in this program is limited to residents of the workforce regions who are aged 14 to 21, and have a family income for the

most recent six-month period not exceeding the higher of either 100% of the Federal Poverty level or 70% of the OMB Lower Living Standard Income Level. These income limits may be increased to 150% of the poverty level, or 100% of the Lower Living Income Standard Income Levels, for youth that have special at-risk factors. For the purposes of this program, youth with “at-risk” factors include those who: are children of single working parents; are not fluent in English; have been certified as “special needs students” pursuant to M.G.L. Chapter 766; or have been subject to the criminal justice process. See **Appendix Two** for a table of family income limits that apply to this section.

Income eligibility need not be determined for youth who are placed in unsubsidized private sector jobs pursuant to an optional “Private Sector Summer Jobs” component (see B6.2). Income eligibility requirements do not apply to optional Summer of Work and Learning programs.

B5. Program Activities. The primary component of the Challenge program will be subsidized temporary employment at public or nonprofit agencies, departments and authorities. Our goal is that each participant be employed for at least thirty (30) hours per week over a six-week period when school is not in session during the summer. Participants may be employed beginning as early as July 1, 2000, and ending as late as September 30, 2000, provided that such employment fulfills the following conditions:

1. Participants may be employed for no more than fifteen (15) hours per week while school is still in session.
2. Such employment must be **in addition to** a six-week period during the summer, stipulated above, when participants must be employed for at least thirty (30) hours per week.

Hourly wages must be no less than the Massachusetts minimum wage of \$6.00.

Outreach and recruitment activities should be designed to identify and enroll youth from high impact neighborhoods.

The city shall ensure that youth placed in job sites receive adequate supervision and may hire and assign staff as worksite supervisors. The city must ensure that such staff receive adequate instruction on worksite safety issues and applicable child labor laws. CBWL encourages cities to consult with their local School-to-Work partnerships and other entities that are engaged in providing Connecting Activities to coordinate local strategies in preparing youth to participate in meaningful employment opportunities. CBWL also encourages the use of the Massachusetts Work-based Learning Plan, available from the Department of Education’s Office for School to Work Transition, to use the summer work experience as a learning opportunity for youth.

B5.1. Supplemental Services. Cities may also provide the following services to youth in conjunction with subsidized employment:

- Educational services, including English-as-a-Second Language, may be offered to any or all youth in combination with subsidized employment. The hours spent receiving

such services are counted as part of the 30-hour work week. Educational activities offered should be:

- designed with the concurrence of target city's school superintendent;
 - structured so that youth who participate in them receive hourly stipends for the instructional portion of their work week which equal the hourly rate they are paid while working at the job site; and
 - offered for enough hours each week to achieve a measurable improvement in participants' academic skills over the course of the program.
- Employment and career counseling, and career awareness activities may be offered, but only as an adjunct to work and training, and cannot be provided to any youth as a sole service.

B5.2. Local Program Design Options. Cities may also operate, at their choice, two optional program components. These include:

- **Private Sector Summer Jobs Program.** Cities may use up to 10% of their total funding, but not more than \$20,000, for activities conducted in concert with area business associations and organizations, including Chambers of Commerce and Local Workforce Investment Boards, to identify and fill summer job openings for youth in the private sector. These activities may include outreach to and by area business organizations, mailings, brochures and other public awareness efforts, special events such as employer breakfasts that are designed to obtain employer job commitments, job development, counseling, and job placement. Private Sector Summer Jobs components should give primary emphasis to securing jobs for economically disadvantaged youth, but these services may be made available without regard to family income to any youth aged 14 to 21 who is a resident of the At-Risk target city. Costs incurred in this component will not be deemed administrative costs, but must be budgeted and accounted for separately.
- **Summer of Work and Learning Program.** Cities may reserve any amount of their choice from their Challenge funding to operate a Summer of Work and Learning program.

B6. Allowable Expenditures. Not less than 70% of the total funds provided under this program (less any amounts used for Private Sector Summer Jobs and/or Summer of Work and Learning) must be spent on wages and stipends paid to eligible youth. Up to 30% of the total funds provided under this program (less Private Sector and/or Summer of Work and Learning expenses) may be spent on the following:

- Salaries and related personnel costs of outreach, counseling, instructional and job site supervisory staff. Note: No funds provided under this program may be used to support the salaries of existing permanent staff at any agency or facility at which summer youth are employed other than for that portion of their time which these staff spend supervising youth who are assigned directly to them; all such time allocations must be fully documented and are subject to approval by CBWL.

- Instructional materials, forms, applications, and outreach brochures.
- Not more than 5.26% of the funds may be used for local activities related to management, oversight, reporting and record keeping, and monitoring of this program.

B7. Period of Performance. The contracts for the FY2001 Challenge grant will be issued with a period of performance of July 1, 2000, through September 30, 2000. Expenditures charged to the grant must be for program activity and services rendered during this three month period. All funds must be expended by September 30, 2000. Funds unexpended after that date will revert back to the Commonwealth.

B8. Recapture and Reallocation. CBWL may reallocate unused funds to other cities or workforce areas. If a city or area chooses not to apply for available funds prior to the August 25th deadline, or submits an application for less the maximum of funds available, or does not meet its goals of planned enrollments or expenditures, CBWL will make all such unused funds available to other eligible areas that meet the requirements of these specifications.

C. Grant Administration and Reporting Requirements

C1. Publicity. The Commonwealth receives a great number of requests for publicity, particularly about youth programs. In order to respond to these requests, and to insure that we have the most current information, operators are asked to submit copies of any publicity regarding youth programs – newspaper stories, newsletter articles, etc. – to CBWL.

C2. Program Summary Reports. Grantees must prepare a summary of the program operations at the conclusion of the grant period (operators of Summer of Work and Learning are required to submit a separate summary for SOWL activities). This report must be filed no later than September 30, 2000. Information be used to compile a report to the House and Senate Ways and Means committees on the Challenge program and the Summer of Work and Learning activities.

Your program summary *must* include:

- the name of grantee and the identity and contact information for the person who is available to provide follow-up information;
- a list of all contractors and subcontractors participating in the program;
- the amounts allocated to each contractor or subcontractor;
- the number of youth served, per contract and an overall total;
- the number of youth whose work experiences were linked to the Massachusetts Work-based Learning Plan (available from the Massachusetts Department of Education, Office for School to Work Transition);
- the hourly per-youth wage, per contract and overall median and mean wage levels;
- the source and amount of matching funds leveraged per contract; and
- highlights of all program activities in which youth participated, such as:
 - a general description of the activity;

- a description of the impact on the community or on the youth involved;
- a summary of accomplishments related to the Massachusetts Work-based Learning Plan; and
- quantifiable achievements such as, for example, “30 second-graders in a Parks and Recreation Department day camp were provided with language arts curriculum presented by 9th graders”; or “20 youth were engaged in an experiential learning activity that involved planning, designing and creating a flower garden in an elderly housing complex”.

A Program Summary form is attached. You may use this form or submit one that is substantially similar but reports the same information.

In addition, grantees must submit a completed Employment Report (form attached), listing participating employers, job descriptions, and youth wage levels.

C3. Enrollee Profile. Grantees must provide a profile of the age and ‘at-risk’ characteristics of youth to be served by completing the Enrollee Profile (attached).

C4. Cash Requests. Operators may request cash under an executed contract by submitting a CBWL Cash Advance Request form. [Note: A cash request form will be issued to the grantee’s fiscal agent via floppy disk. Specific requirements and procedures for using the form will be provided at that time.] Cash requests will be accepted weekly, bi-weekly, or monthly. Operators are required to maintain, and make available for review by CBWL staff upon request, documentation and accounting procedures for expenditures that reconcile to the information submitted in cash request forms and fiscal reports. All cash requests and fiscal reports must be signed by an authorized signatory. Cash requests may be submitted by fax, but grantee must follow by mailing a hard copy containing an original signature. Cash will be disbursed electronically to city or designated fiscal agents; cash will be disbursed by check to Chelsea and Holyoke.

C5. Final Budget Expenditure Report. Operators must file a final CBWL Financial Status Report before October 30, 2000. This form will be issued to your fiscal agent via floppy disk.

Attachment One • Target Areas and Award Levels • 2000 Summer Jobs Challenge

City / Workforce Area	Allocation (Grant Target)	5.26% Admin	# Private Sector Jobs Required to Match	Total Funds
Boston/ Boston WIA	\$352,690	\$18,564	235	\$371,254
Cambridge / Metro North WIA	\$23,512	\$1,237	16	\$24,749
South Coastal WIA	\$23,512	\$1,237	16	\$24,749
Northern Worcester WIA	\$23,512	\$1,237	16	\$24,749
Worcester / Central Mass WIA	\$23,512	\$1,237	16	\$24,749
Metro South/West WIA	\$23,512	\$1,237	16	\$24,749
Lawrence / Lower Merrimack WIA	\$39,190	\$2,063	26	\$41,253
Lowell / No. Middlesex WIA	\$23,512	\$1,237	16	\$24,749
Lynn / Southern Essex WIA	\$23,512	\$1,237	16	\$24,749
Brockton / Brockton WIA	\$23,512	\$1,237	16	\$24,749
Fall River / Bristol WIA	\$23,512	\$1,237	16	\$24,749
New Bedford / New Bedford WIA	\$23,512	\$1,237	16	\$24,749
Cape Cod & Islands WIA	\$23,512	\$1,237	16	\$24,749
Berkshire County WIA	\$23,512	\$1,237	16	\$24,749
Springfield / Hampden WIA	\$39,190	\$2,063	26	\$41,253
Franklin/Hampshire WIA	\$23,512	\$1,237	16	\$24,749
Chelsea (city only)	\$23,512	\$1,237	16	\$24,749
Holyoke (city only)	\$23,512	\$1,237	16	\$24,749
Statewide Totals	\$732,500	\$41,250	527	\$773,750

Attachment Two • Table Of Income Limits

2000 70% Lower Living Standard Income Levels (LLSIL)

Source: U.S. Department of Labor • Effective May 12, 2000

Family Size	Boston CMSA*	Mass. Metro*
1	7,910	7,420
2	12,950	12,150
3	17,780	16,670
4	21,940	20,580
5	25,900	24,290
6	30,280	28,400
Over 6 Increment	4,380	4,110

***Note:** SDAs with at least one town or city in the Boston Consolidated Metropolitan Statistical Area include: Boston, Bristol County, Brockton, Lower Merrimack, Metro North, Metro South/West, New Bedford, Northern Middlesex, North Central, South Coastal, Southern Essex and Southern Worcester. SDAs with at least one town or city within Metropolitan Areas, but none within the Boston CMSA, include: Berkshire, Franklin/Hampshire, Hampden County and Cape Cod.

2000 Poverty Income Guidelines

U.S. Department of Health and Human Services
Effective February 24, 1998

Size Of Family	Poverty Guideline
1	8,350
2	(11,250)
3	(14,150)
4	(17,050)
5	(19,950)
6	(22,850)
Over 6 Increment	2,800

2000 Summer Jobs Challenge

Application Cover Sheet

City / Workforce Area: _____

Contact Person: _____

Title: _____

Address 1: _____

Address 2: _____

City, State, Zip: _____

Telephone: _____

Fax: _____

E-mail: _____

Check all that apply:

_____ Application covers 2000 Summer Jobs Challenge
Number of private sector jobs used to match: _____
Challenge funding requested: _____

_____ Application includes a component for the Private Sector Summer Jobs
program

_____ Application includes a component of Summer of Work and Learning program

Authorized Signatures:

Chief Elected Official: _____ Print Name: _____

LWIB (REB) Chair: _____ Print Name: _____

Fiscal Administration: _____ Print Name: _____

City / Workforce Area: _____

Area businesses have committed _____ (list number) summer jobs. These commitments, at \$1,500 match per job, qualify the area for \$ _____ (list amount) in matching funds. We have “over-performed” by _____ (complete, if applicable) jobs above our grant target and are/are not (circle appropriate response) interested in receiving \$ _____ (complete, if applicable) re-allocated matching funds should they be available.

[illegible]

Grant Budget • Summer Jobs Challenge

City/Workforce Area: _____ Date Submitted: _____

Contact Person: _____ Telephone: _____

Period Covered: _____

	Budget
Enrollee Expenditures	
Wages & stipends to youth	
FICA/Workers Comp insurance	
<i>Subtotal – Enrollee Expenditures:</i>	
Staff Costs (Salaries and Fringe)	
Placement Staff	
Instructional Staff	
Other Staff	
<i>Subtotal Staff Expenditures:</i>	
Direct Costs	
Total of rent; materials & supplies; travel and transportation; other direct costs	
Private Sector Summer Jobs (optional)	
Summer of Work and Learning (optional)	
Administrative Cost (maximum of 5.26%)	
Total Grant Cost	

Authorized Signature: _____ Date: _____

Name of Signatory: _____ Title: _____

Program Report – Enrollee Profile • Summer Jobs Challenge

City / Workforce Area: _____

Age of Youth at Enrollment	# Youth Enrollments at Basic Family Income Standard	# Youth Enrollments Using Alternative Income Standard by Risk Factor				Summer of Work and Learning Enrollments	Total All Enrollments
		Single Working Parent	Non-English Speaking	Chapter 766	Offender		
14-15							
16-17							
18-21							
Totals							

Program Summary • Summer Jobs Challenge

City / Workforce Area: _____

Contractor or subcontractor	Amount allocated to contractor	# of youth served	Hourly wage	Source & amount of leveraged funds	Brief description of youth activity

Employment Report • Summer Jobs Challenge

(Use additional sheets if necessary)

City / Workforce Area: _____

Name and Location (City) of Employer Worksite	Occupational Title or Job Description	# Of Youth at this Site	Hourly Wage